

***Exhibit A***  
***Scope of Work***  
***Agreement Number Y-XXXX***  
***On-Call Transportation Design / PS&E Services***

***1. General Scope of Work***

The work under this AGREEMENT shall consist of performing services related to Design and PS&E Services as herein defined and necessary to accomplish individual tasks ("task order") issued by the STATE. The CONSULTANT shall furnish all services and labor necessary to accomplish these tasks, and shall provide all materials, supplies, equipment, and incidentals, except as designated elsewhere in the AGREEMENT, necessary to prepare and deliver to the STATE the studies, plans, specifications, estimates, and other deliverable item(s) requested by the STATE.

The STATE is not obligated to assign any specific number of tasks to the CONSULTANT, and the STATE's and CONSULTANT's obligations hereunder are limited to tasks assigned in writing. The STATE may require the CONSULTANT to perform all work on a project, or act as part of a team by performing only a portion of the project work. Task orders may include, but are not limited to, the following types of work:

- Civil design
- Roadway, highway and freeway design
- Hydraulic and stormwater design
- Traffic design
- Signalization, illumination and channelization design
- Electrical design
- Work Zone Traffic Control design
- Preparation of estimates
- Preparation of specifications
- Environmental Assessment (EA) Engineering and Documentation
- Environmental Impact Statement (EIS) Engineering and Documentation
- Drafting support, Intergraph or AutoCADD
- Computer engineering support such as CEAL, CAiCE or WATERWORKS
- Field survey support
- Preparation of Right of Way maps
- Assistance in project scoping
- Special assistance in planning, documentation and agreements
- Preparation of exhibits
- Project Management
- Value Engineering support and participation services
- Managing Project Delivery facilitation services
- Other related work as needed by the STATE

## *2. Managing Project Delivery (MPD) Scoping Process*

If the work at the start of a task is for the development of the Scope of Work, the Managing Project Delivery (MPD) process shall be used. For invoicing purposes, the MPD process includes only the work done by the prime and sub-consultants on the actual scope of work. Estimate preparation, negotiations (if needed) and final task amendment assembly are not payable items by the STATE. In addition, none of the MPD Scoping Process payable items are fee eligible.

The MPD Scoping Process is further described and charted in Exhibit A, Attachment 1 and Exhibit A, Attachment 2, attached hereto and by this reference made part of this AGREEMENT. Steps 9 through 13 on Exhibit A, Attachment 2 are not payable items.

If additional work is requested on a task that is not in the original Scope of Work, the CONSULTANT shall notify the STATE of this situation immediately such that appropriate actions may be taken.

## *3. Premium Overtime*

If the STATE deems it in its interest for the CONSULTANT to perform work on a premium overtime basis, it may authorize such action in the applicable Formal Task Order Documents, or in a subsequent authorization letter to the CONSULTANT. Overtime premiums shall not be burdened with overhead and fee when invoiced.

## *4. Meeting Notice Requirements*

The CONSULTANT shall attend coordination, progress, and presentation meetings as discussed in Section III and as requested by the STATE. A minimum of four (4) hours advance notice of such meetings shall be required to be given to the CONSULTANT by the STATE.

## *5. Long Term Field Personnel*

Long-term field personnel, for this ORIGINAL AGREEMENT, are defined as CONSULTANT employees working in STATE offices for longer than two (2) months' duration. If and when such tasks are authorized under this ORIGINAL AGREEMENT, the field personnel shall be charged to the STATE at Field Rates, and support staff at the CONSULTANT's office shall be charged to the STATE at Home Rates. When the first task of this kind is authorized under this ORIGINAL AGREEMENT, all tasks currently open will have staff working at the CONSULTANT's office changed from Corporate Rate to Home Rate. However, it is not intended that the change from Corporate Rate to Home Rate be retroactive to the beginning of any task. It is only intended to begin at the time the first long term field personnel are authorized on a task. The Field Rate, if tables are not provided at the beginning of the ORIGINAL AGREEMENT, will be determined at the time the request is made to the CONSULTANT for the personnel.

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